

**BY ORDER OF THE COMMANDER  
45TH SPACE WING**

**45TH SPACE WING INSTRUCTION  
25-204**



**2 FEBRUARY 2017**

***Logistics Staff***

**45TH SPACE WING MISSION  
AGREEMENTS PROGRAM**

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This Instruction implements Department of Defense Instruction (DoDI) 4000.19, *Support Agreements* and clarifies its application to the 45th Space Wing (45 SW) Agreements Program. It establishes the framework for those Intra-Service (Air Force to Air Force), Inter-Service or Intra-Agency (DoD Components) and Inter-Agency (non-DoD Federal Agency) agreements known as Mission Agreements which are managed separately from DD Form 1144, Base Support Agreements executed via the "Common-Levels of Support" concept described in the 45th Space Wing Instruction (45 SWI) 25-203, *Wing Support Agreements Program*. The policy and procedures within apply to all 45 SW entities except where specifically stated in functional or higher-level directives or instructions. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. Submit requests for waivers through the chain of command to the Publication OPR for compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## ***SUMMARY OF CHANGES***

This revision includes significant changes due to the republication of DoDI 4000.19 and must be reviewed in its entirety. It adds references to newly promulgated Department of Defense issuances and removes or changes references that have been superseded, modified or rescinded; updates organizational responsibilities; enhances certain descriptions to more accurately reflect current processes; and incorporates minor administrative changes for grammar and readability.

**1. Scope.** This instruction implements policy, assigns responsibility and prescribes procedures for the development, coordination, staffing and maintenance of wing Mission Agreements using the Memorandums of Agreement (MOA), Memorandums of Understanding (MOU) and Commercial Space Operations Support Agreement (CSOSA) Annex format. The term “Mission Agreement” was devised to differentiate between requirements driven agreements and those provided for recurring base operating support. This instruction does not cover the Universal Document System, Real Estate Use Agreements, Union-Management Agreements, Service Level Agreements, Program Support Agreements, Utility Sales Agreements, Air Traffic Control Letter of Agreement, Nonappropriated Funds Agreements, Mutual Aid Agreements (MAAs) and Training Affiliation Agreements (TAAs).

**2. Policy.** The 45 SW Commander's policy is that the 45 SW Plans and Programs Directorate (45 SW/XP) will manage and provide oversight to unit level subject matter experts and organizations on proper staffing and coordination for the wing Mission Agreements program. Drafting, preparing, maintaining, coordinating and updating individual agreements is decentralized and will be assigned to the group or staff agency with the predominance of functional expertise to serve as the primary interface with the customer. All approved Mission Agreements will be uploaded and maintained in the 45 SW Document Organization and Control System known as TurboDOCS where they are readily accessible to all Local Area Network (LAN) users. Courtesy storage is provided in a separate section of TurboDOCS for agreements not covered by this instruction (e.g. MAAs, TAAs).

### **3. Responsibilities and Procedures.**

3.1. The 45 SW Plans and Programs Directorate (45 SW/XP) will:

3.1.1. Manage the wing's Mission Agreements program and provide System Administration of the TurboDOCS database.

3.1.2. Provide advice, guidance and training on formats, staffing and coordination of 45 SW agreements covered by this instruction.

3.1.3. Provide training on the operation of TurboDOCS.

3.1.4. Assign the 45 SW local ID (15X-X-XX) and formal agreement number (FB2520-YYVVV-ZZZ) to new agreements.

3.1.5. Create TurboDOCS database records and upload new agreements (first appearance).

3.1.6. Where applicable, upload Mission Agreements-related correspondence provided by the wing commander and staff.

3.1.7. Maintain agreements review dates within TurboDOCS for all agreements.

3.1.8. Task assigned units with preparation of new agreements, as necessary. (OPR assignment challenges will be referred to 45 SW/XP for resolution by the vice wing commander or higher as needed.)

3.1.9. As necessary, determine the level of approval/signature authority for Mission Agreements.

3.1.10. Track overall wing currency of Mission Agreements and report monthly status to groups and wing staff agencies.

3.2. The 45 SW Mission Agreement Document Owner will:

3.2.1. Develop the initial draft of an agreement or receive an initial draft agreement from the other party.

3.2.2. After ensuring both (or all) working-level parties agree on the draft agreement, enter the agreement into formal coordination.

3.2.3. Coordinate the agreement with:

3.2.3.1. Group commanders of affected areas.

3.2.3.2. Wing staff agencies of affected areas.

3.2.3.3. Affected customer or mission partner.

3.2.3.4. The 45 SW Plans and Programs Directorate (45 SW/XP).

3.2.3.5. The 45 SW Judge Advocate (45 SW/JA) after comments are resolved.

3.2.4. Obtain the other party's approval signature before submitting the agreement for 45 SW approval signature except in the case of the National Aeronautics and Space Administration, Kennedy Space Center (NASA-KSC) agreements. (See instructions for NASA-KSC specific agreements in paragraph 5.)

3.2.5. Upload revised agreements and Declarations of Currency memorandum into TurboDOCS and retain the previous two agreements as historical versions in TurboDOCS.

3.2.6. For new agreements, provide 45 SW/XP the final signed agreement to ensure the 45 SW agreement number is applied and the new agreement is uploaded into TurboDOCS.

3.2.7. Initiate the triennial review of the agreement 180-days prior to the review date shown in TurboDOCS.

3.2.8. Once the triennial review is initiated, periodically (at least once a month) update the "Document State" in TurboDOCS with a concise agreement staffing/coordination status.

3.2.9. If the "Review Status" in TurboDOCS becomes Overdue (red), change the "Document State" from Current to Update Due (or other appropriate status from drop down menu in TurboDOCS).

3.2.10. If the agreement is found to be current and useable as is, and the other party agrees, advise the group commander or wing staff agency chief, as appropriate. Refer to

paragraph 4.1.2. and Attachments 2 and 3 for instructions on preparing a Declaration of Currency memorandum.

3.2.11. If during the triennial review the agreement requires updating, revise the agreement and obtain new signatures using the staffing/coordination process for new agreements.

3.2.12. Distribute the new or revised signed agreement to the other agreement party and any additional offices required by the agreement.

3.3. The 45th Launch Group (45 LCG) will:

3.3.1. When requested by Headquarters Air Force Space Command (HQ AFSPC), coordinate Space Operations Support Agreements (SOSAs) and CSOSAs with the appropriate 45 SW staff offices and functional areas, and prepare a consolidated response for submittal to HQ AFSPC.

3.3.2. Serve as the focal point for the preparation, coordination and maintenance of wing CSOSA Annexes.

3.4. The 45 SW Program Management Division (45 SW/PMD) will:

3.4.1. Review agreements and proposed changes/revisions to determine applicability and impact (cost, schedule, performance) to programs within the PMD.

3.4.2. Provide the Mission Agreement Document Owner with a statement regarding program impact and/or applicability.

3.4.3. Ensure the appropriate contract contains provisions to host TurboDOCS and provide TurboDOCS system administrator documentation and training for the update and maintenance of the TurboDOCS database.

3.5. The 45th Mission Support Group (45 MSG) will: ensure agreements are reviewed by the following:

3.5.1. The 45th Civil Engineer Squadron (45 CES).

3.5.1.1. The 45 CES will:

3.5.1.1.1. Review agreements to ensure environmental concerns are addressed.

3.5.1.1.2. Review agreements to decide if a conformity determination, pursuant to Section 176(c) of the Clean Air Act, may be required.

3.5.1.1.3. Ensure facility/space requirements are adequately represented in the agreement.

3.5.2. The 45th Contracting Squadron (45 CONS).

3.5.2.1. The 45 CONS will:

3.5.2.1.1. Review agreements and proposed changes/revisions to determine applicability and compliance with the Federal Acquisition Regulation (FAR) and other procurement/contracting directives.

3.5.2.1.2. Provide the Mission Agreement Document Owner with contracting policy language pertinent to the agreement when the FAR applies.

3.5.3. The 45th Security Forces Squadron (45 SFS), for new agreements.

3.5.3.1. The 45 SFS will:

3.5.3.1.1. Review new agreements with a focus on security concerns (resource protection, weapon system security, weapon storage, law enforcement and related security services).

3.5.3.1.2. Review agreements during triennial reviews when security-related issues or concerns are identified.

3.5.4. The 45th Logistics Readiness Squadron (45 LRS).

3.5.4.1. The 45 LRS will:

3.5.4.1.1. Review agreements and proposed changes/revisions to ensure compliance with applicable logistics directives.

3.5.4.1.2. Review agreements and functional-area inputs for manpower impact.

3.5.5. The 45th Manpower and Organization Flight (45 FSS/FSMM).

3.5.5.1. The 45 FSS/FSMM will:

3.5.5.1.1. Review agreements and relevant functional-area inputs for manpower impact.

3.5.5.1.2. Prepare a Manpower Attachment for mission-related MOAs, when deemed appropriate.

3.6. The 45 SW Comptroller Squadron (45 CPTS) will:

3.6.1. Assist in the preparation of new agreements and review existing agreements for reimbursement and compliance with applicable fiscal directives.

3.6.2. Provide annual review and updates to estimated reimbursement reports.

3.7. The Information Protection Office (45 SW/IP) will:

3.7.1. Review new agreements for Information Protection support concerns (including Information Security, Personnel Security, Industrial Security, Operations Security and Foreign Disclosure).

3.7.2. Triennially review agreements for currency or when Information Protection issues have been identified which require changing support language.

#### **4. Agreement Reviews and Terminations.**

4.1. Agreements will be reviewed triennially for currency unless specified otherwise by higher instruction.

4.1.1. The 45th Space Wing Vice Commander, Group Commanders, the Chief of Safety, the Director, Plans and Programs and the Director, Program Management Division may declare an agreement current "as is" or with pen and ink changes without full coordination. Pen and ink changes will be documented by a change memorandum.

4.1.2. Currency declarations may be submitted by letter or e-mail addressed to 45 SW/XP. The e-mail/letter will include a statement that the other party to the agreement

agrees it is current and useable as is or with pen and ink changes. A currency letter template is at Attachment 2. The 45th Space Wing Vice Commander, Group Commanders, the Chief of Safety, the Director, Plans and Programs and the Director, Program Management Division will sign currency declarations. Deputy Group Commanders may sign over their commander's signature blocks. Currency declarations may not be further delegated.

4.1.3. Agreements requiring revisions should be fully coordinated within the wing and the other party as described for a new agreement and new approval signatures obtained.

4.2. Agreements may only be terminated at the same level as the approving signatory.

4.2.1. Staff the agreement to be terminated to the approving authority with evidence the other party agrees to the termination.

4.2.2. Termination approval may be documented via a staff summary sheet (SSS) in Task Management Tool (TMT). Provide 45 SW/XP with the final e-SSS showing termination approval. The 45 SW/XP will move the agreement to the archive section of TurboDOCS with a copy of the termination declaration.

## **5. Agreements with NASA-KSC.**

5.1. Agreements with NASA-KSC that are initiated by the 45 SW will follow DoDI 4000.19 formatting with some specific language for NASA. The NASA-KSC functional counterpart or the Center Agreements Office (NASA/KSC-ADC) can advise on current agreement language and tailoring. The development of new agreements with NASA-KSC must first be authorized by the 45 SW/NASA-KSC joint forum currently known as the Joint Policy Group (JPG). The JPG will determine which organization shall prepare the agreement.

5.2. Both new and revised agreements with NASA-KSC will be signed by the JPG Co-chairs, i.e., the 45th Space Wing Vice Commander and the NASA-KSC Deputy Center Director; however, in some cases agreement signature authority will be elevated to the 45th Space Wing Commander and NASA-KSC Center Director or higher. The NASA-KSC functional counterpart or the Center Agreements Office will advise on the appropriate level of signature by NASA. Refer to 45 SW/XPX for wing delegation authority. After both parties sign, NASA-KSC will retain the original signed hard-copy agreement. For new agreements (first appearance), the 45 SW/XPX will upload a scanned copy of the signed original in TurboDOCS. For existing agreements that have been updated and re-signed the Mission Agreement Document Owner will upload a scanned copy of the signed agreement in TurboDOCS as a "version" file. Note: NASA-KSC requires wet signature on all agreements.

5.3. During triennial reviews where both the 45 SW Mission Agreement Document Owner and the NASA-KSC functional counterpart agree the agreement is current with no required changes each organization initiates a Declaration of Currency memorandum for signature by the JPG Co-chairs. (See paragraph 4 for details on the Declaration of Currency memorandum.) The signed memorandums are then exchanged and the Mission Agreement Document Owner uploads a copies of both memorandums in TurboDOCS as "signature" files. See Attachment 3 for an example of an Memorandum for Record (MFR) declaring an agreement with NASA-KSC current.

5.4. Prior to final signature and before entering the Senior Level Approval Process (SLAP) in TMT the agreement must first be reviewed for comment by all affected two-letter organizations (Groups and Wing Staff) and receive a declaration of legal sufficiency. The TMT artifacts and a duplicate hard-copy staff package are required for the wet signature required by NASA-KSC. For NASA-KSC agreements the wing Mission Agreements Manager (45 SW/XPX) will perform an additional review as the first step in the SLAP Process. (See TMT Business Rules dated 1 April 2016.) Note: Only one wing signature is required on NASA-KSC agreements.

5.5. In some cases functional or statutory guidance may alter the joint standard processes and procedures that have been developed with NASA-KSC. As these situations arise, contact 45 SW/XPX or the NASA-KSC Center Agreements Office for assistance.

5.6. In addition to the electronic notification provided by TurboDOCS the 45 SW/XP will notify group commanders and wing staff agency chiefs when NASA-KSC agreements are within 180-days of becoming delinquent. The NASA-KSC Agreements Office will be provided a copy of these memorandums for informational purposes and as notification to initiate their review. See attachment 4 for an example of a 180-day notice for NASA-KSC agreements.

5.7. 45 SW agreements with NASA-KSC are reviewed and approved for termination by the 45 SW/NASA-KSC JPG. When the JPG approves termination of an agreement, the 45 SW/XP will upload the applicable action item(s) portion of the JPG meeting minutes in TurboDOCS as justification for moving the agreement to the TurboDOCS archive.

## **6. TurboDOCS.**

6.1. Currently, TurboDOCS is the tool that the 45 SW/XP uses to manage Mission Agreements. TurboDOCS was created to manage agreements with external organizations while providing real-time visibility of document status to the 45 SW leadership. Completed and signed wing agreements and plans are stored in TurboDOCS along with currency declarations and previous versions.

6.2. Anyone within the 45 SW Enterprise Network (ENTNET) can access TurboDOCS at <https://turbodocs/> as a guest user via a Common Access Card (CAC), which is required for user authentication. Select the e-mail certificate before entering the CAC Personal Identification Number (PIN). Guests can view the status of all agreements and plans and download any document for their use.

6.3. Mission Agreement Document Owners can upload revised documents, currency declaration and termination memorandums along with the status of documents under review or in staffing.

6.4. The wing Mission Agreement Manager can upload new agreements and change review status dates.

6.5. Under the support tab, users can access the Users Manual to learn more about TurboDOCS. The wing Mission Agreements Manager can provide training, as desired.

6.6. Regardless of an agreement's signature level, copies of unclassified mission agreements will be maintained in TurboDOCS. For classified agreements, an unclassified one-page document specifying an unclassified title, agreement date, Mission Agreement Document

Owner and phone number, and office location of the agreement will be uploaded to TurboDOCS.

6.7. Agreements should be declared current, inactive, or revised and signed within the 180-days before the TurboDOCS Review Status date. After the review date, the status turns red and the agreement is overdue for review.

6.8. TurboDOCS sends an e-mail notice to a Mission Agreement Document Owner 180-days before the triennial review date. Upon receipt of the initial TurboDOCS notice, Mission Agreement Document Owners will initiate the review process and provide a review status in the Document State section of TurboDOCS. If the Document State section is not updated, TurboDOCS sends a reminder to the Mission Agreement Document Owner every 7 days. Once the Document State section is updated with the agreement status, TurboDOCS will send another reminder for a status update a month later. This allows wing visibility into the progress being made on the agreement review and possible revision status.

## **7. Base Support Attachments (BSA).**

7.1. The BSA is attached to a DD 1144 or an MOA and then used by the requesting agency as an attachment to the contract. The 45 SW is reimbursed for this support by the other government agency. Previously, the 45 SW staffed the BSA through the wing to ensure support could be provided and both parties signed the actual BSA as if it were an independent type of agreement. However, DoDI 4000.19 requires recurring reimbursable support be documented via a DD Form 1144 between the 45 SW and the other government party. The BSA is merely an attachment to a DD Form 1144 Support Agreement. Depending upon the scope of the Support Agreement, it can have multiple BSAs attached. In limited circumstances, an MOA may be used in lieu of a DD Form 1144 (see paragraph 9). Once both parties sign the DD Form 1144 the requesting agency can attach the BSA(s) to the contract(s) as applicable. The BSA is only in effect for the term of the authorizing Support Agreement DD Form 1144. The requesting agency should not award follow-on or other contracts or any contract modifications with the BSA that exceeds the term of the authorizing Support Agreement DD Form 1144/MOA until the wing has formally approved and committed to the support via a Support Agreement DD Form 1144 or MOA renewal or extension.

7.2. The other government agency should solicit support through the 45 SW/XP front door process IAW 45 SWI 10-601, *Acceptance of New Workloads*. 45 SW/XP will assist in providing details of the required support to the 45 LRS Support Agreement Manager for inclusion in a DD Form 1144 support agreement or to the Mission Agreement Document Owner when an MOA is used.

7.3. Typical support provided is usually office space or a facility and the associated utilities, communications and facility maintenance. This support to a requiring agency's contractor is fully reimbursable regardless of the service or agency administering the contract.

**8. MOA/MOU Format.** When an agreement format is specified in a higher level instruction, follow that format guidance. When no format is specified in other functional area instructions, use the formats specified by DoDI 4000.19. Upon request, the 45 SW/XPX will provide an agreement template to the Mission Agreement Document Owner.

**9. MOAs in lieu of DD Form 1144s.** DoDI 4000.19, Enclosure 3, paragraph 3.b.(1) and AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, paragraph 1.3., require a DD Form 1144 be used to document recurring reimbursable support where the Air Force or DoD Component is the Supplier. In a few circumstances, a small-scale recurring support MOA may be used when the administrative effort and expense of preparing a DD Form 1144 cannot be justified. Consult with 45 SW/XP for concurrence before pursuing this approach. In such cases, the 45 SW Commander waives the need to prepare a DD Form 1144 by signing the MOA with the following statement in the Purpose section of the MOA: “This small scale recurring support MOA is being used in lieu of a DD Form 1144 IAW paragraph 3.2.6. of AFI 25-201”.

**10. Approval and Signatory Authority.** The 45 SW Commander is the sole authority to approve a Mission Agreement. The 45 SW Commander may delegate approval and signatory authority in writing to a lower level. Upon delegation, functional agreements between offices within the 45 SW may be signed at lower levels, but not lower than Squadron Commander (SQ/CC) or wing staff agency director. Follow the guidance in 45 SWIs and higher level instructions when they specify who should sign an agreement. When the level of signature authority is questionable the 45 SW/XP will make a determination on which signature is appropriate. Disputes will be elevated to the 45 SW Vice Commander for resolution.

WAYNE R. MONTEITH, Brigadier General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD 7000.14-R, *DoD Financial Management Regulation*, current edition  
DoDI 4000.19, *Support Agreements*, 25 April 2013  
AFPD 25-2, *Intra-Service Support Agreements*, 28 August 14  
AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*  
18 October 2013  
AFI 65-601, Vol I, *Budget Guidance and Procedures*, 16 August 2012  
AFSPCI 10-1215, *Support to FAA-Licensed Space Launch Activities*, 11 September 2013  
45 SWI 10-601, *Acceptance of New Workloads*, 15 November 2004  
45 SWI 25-203, *45th Space Wing Support Agreements Program*, 24 March 2016  
45 SWI 99-101, *45th Space Wing Mission Program Documents*, 20 April 2012

***Abbreviations and Acronyms***

**ACO**—Administrative Contracting Officer  
**AFB**—Air Force Base  
**AFI**—Air Force Instruction  
**AFRIMS**—Air Force Records Information Management System  
**AFSPCI**—Air Force Space Command Instruction  
**BSA**—Base Support Attachments  
**CAC**—Common Access Card  
**CC**—Commander  
**CO**—Contracting Officer  
**CSOSA**—Commercial Space Operations Support Agreement  
**DOCS**—Document Organization and Control System  
**DoDD**—Department of Defense Directive  
**DoDI**—Department of Defense Instruction  
**EM**—Emergency Management  
**ENTNET**—Enterprise Network  
**FAR**—Federal Acquisition Regulation  
**FES**—Fire Emergency Services  
**JOP**—Joint Operating Procedures

**JPG**—Joint Policy Group  
**KSC**—Kennedy Space Center  
**LCG**—Launch Group  
**LOA**—Letter of Agreement  
**LRS**—Logistic Readiness Squadron  
**MAA**—Mutual Aid Agreements  
**MOA**—Memorandum of Agreement  
**MOU**—Memorandum of Understanding  
**MSG**—Mission Support Group  
**NASA**—National Aeronautics and Space Administration  
**OPR**—Office of Primary Responsibility  
**PIN**—Personal Identification Number  
**POC**—Point of Contact  
**SLAP**—Senior Leadership Approval Process  
**SOSA**—Space Operations Support Agreements  
**SQ**—Squadron  
**SSS**—Staff Summary Sheet  
**SWI**—Space Wing Instruction  
**TAA**—Training Affiliation Agreement

### *Terms*

**BSAs for Non—45 SW Requesting Agency Contracts** - BSAs are attachments to contracts documenting the support authorized by the 45 SW to another government agency's contractor under the authority of an approved DD Form 1144 Support Agreement or a small-scale recurring support MOA. The support agreement DD Form 1144 or small-scale recurring support MOA should cover all mission-related and installation support to the requesting agency and its contractor. The requesting agency will provide a copy of the BSA for attachment to the signed DD Form 1144 Support Agreement or MOA. It is incumbent upon the requesting agency to reimburse the 45 SW for the support and to attach the BSA to contract(s).

**CSOSA**— A support agreement between HQ AFSPC and a commercial user that describes support of user activities, allocation of risks, financial arrangements and safety, security and environmental compliance requirements.

**CSOSA Annexes**— Annexes prepared to describe the support provided by the 45 SW under CSOSAs to commercial companies.

**Functional-area POC**— Typically the subject matter expert in a particular functional area.

**Interim Support Agreement**— A short term agreement (approximately 1-2 years) usually prepared by 45 SW/XPR for a commercial space operations customer to document support provided during preparation and staffing of the formal CSOSA and CSOSA Annex.

**Joint Operating Procedures (JOP)**— JOPs are no longer used. In some cases, JOPs were used to document agreements with NASA-KSC and the Naval Ordnance Test Unit. As these JOPs come due for review, they will be replaced with MOAs/MOUs.

**Letters of Agreement (LOA)**— Exchange of information agreed to between one entity and the other. Air Traffic Control LOA Refer to AFI 13-204, Volume 3, *Airfield Operations Procedures and Programs*, for information on Air Traffic Control LOAs. These LOAs will be maintained in the appropriate section of TurboDOCS.

**Memorandum of Agreement (MOA)**— A type of intra-service, intra-agency, or inter-agency agreement between two or more parties, which includes specific terms that are agreed to, and commitment by, at least one party to engage in action. It includes either a commitment of resources or binds a party to a specific action.

**Memorandum of Understanding (MOU)**— A type of intra-service, intra-agency, or inter-agency agreement between two or more parties, which includes only a general understanding between the parties. It neither includes commitment of resources nor binds a party to a specific action.

**Mission Agreement Document Owner**— The unit representative or agreement(s) POC, usually a subject matter expert, having overall responsibility for drafting, staffing, coordinating and obtaining final approval signatures on assigned agreements.

**Mutual Aid Agreement (MAA)**— Written agreement between agencies, organizations or jurisdictions that will assist one another upon request by furnishing personnel, equipment, or expertise in a specified manner. See AFI 10-2501, *Emergency Management (EM) Program Planning and Operations*. Follow the agreement format and signature authority prescribed in the appropriate functional area instructions, e.g., AFI 32-2001, *Fire Emergency Services (FES) Program*, and AFI 31-121, *Military Working Dog Program*. Information regarding support to civilian authorities is covered in AFI 10-801, *Defense Support of Civil Authorities (DSCA)*.

**Office of Primary Responsibility (OPR)**— Within TurboDOCS, wing staff agencies and the four wing groups are assigned as OPRs for specific agreements. OPRs will ensure agreements under their purview are assigned Mission Agreement Document Owners and the Mission Agreement Document Owners identified in TurboDOCS are correct.

**Operating Agreement**— Refer to DoD 7000.14-R, Volume 12, [Chapter 33](#), for information on the format and signature approval authority for agreements with financial institutions on Patrick AFB and Cape Canaveral Air Force Station. These operating agreements are coordinated in the same as other wing Mission Agreements.

**Other Party to the Agreement**— The other party to the agreement is a non45 SW activity that agrees to the terms, roles, responsibilities, procedures, and/or services specified in the agreement. There are instances when there are more than two parties to an agreement.

**Support Agreement**— An intra-service, intra-agency, or inter-agency agreement for a Supplier, normally the host, to provide support to a Receiver, normally a tenant. At the 45 SW, Base Operating Support (routine type of common infrastructure support that any typical base could

provide) is documented in section 12 of the DD Form 1144, Support Agreement. Recurring, reimbursable mission-related support and support to a requesting agency for their contractors are documented in section 13 of the DD Form 1144.

**TurboDOCS (Document Organization and Control System)**— The wing central repository and currency tracking system for mission agreements, support agreements, and plans.

**Transient Customer Agreement**— A short term agreement (less than 1 year) prepared by 45 SW/XPR for non-Air Force federal customers requesting transient support.

## Attachment 2

## CURRENCY DECLARATION FOR NON-NASA-KSC AGREEMENTS

Figure A2.1. Currency Declaration for Non-NASA-KSC Agreements.

Date

MEMORANDUM FOR 45 SW/XP

FROM: [Group/CC, 45 SW/CV, or 45 SW/SE]

SUBJECT: Review of Agreement 15X-X-XX, Agreement Title

1. I have reviewed agreement 15X-X-XX, Agreement Title between [insert organization name] and the 45th Space Wing dated dd mmm yy. I have verified the agreement is accurate and current as of dd mmm yy.
2. [Insert other party's POC name and office symbol] concurs the agreement is current and should remain in effect.
3. [If necessary, as an example] Attach this letter to the agreement to document the following "pen and ink" changes:
  - a. Paragraph 6.1.1.1., change the Primary POC to Mr. John Jones, 4-1234.
  - b. Paragraph 6.1.1.2., change the Alternate POC to Ms. Joan Smith, 4-4321.
4. The next review date for this agreement is dd mmm yy. (add 3 years)
5. All questions should be directed to [POC's name], [POC organization], [POC phone number].

JOHN X. DOE, Colonel, USAF  
Commander, 45th XXX Group

## Attachment 3

## CURRENCY DECLARATION FOR NASA-KSC AGREEMENTS

Figure A3.1. Currency Declaration for NASA-KSC Agreements.

Date

## MEMORANDUM FOR RECORD

FROM: 45 SW/CV

SUBJECT: Results of Review of Agreement 15X-X-XX (KCA-XXXX), Agreement Title

1. I have reviewed agreement 15X-X-XX (KCA-XXXX), Agreement Title between NASA-KSC and the 45th Space Wing dated dd mmm yy. I have verified the agreement is accurate and current as of dd mmm yy.
2. The next review date for this agreement is dd mmm yy. (add 3 years)
3. All questions should be directed to [POC's name], [POC organization], [POC phone number].

Z. WALTER JACKIM, Colonel, USAF  
Vice Commander, 45th Space Wing  
45 SW/NASA-KSC Joint Policy Group

Attachment:

Agreement 15X-X-XX (KCA-XXXX), Agreement Title, Agreement Title, Date

cc:

NASA/KSC-AA-A

NASA/KSC-ADC

45 XXX/CC (Msn Agmt Owner's Group)

45 SW/XPX

## Attachment 4

## 180-DAY NOTICE FOR NASA-KSC AGREEMENTS

Figure A4.1. 180-Day Notice for NASA-KSC Agreements.

Date

MEMORANDUM FOR 45TH XXX GROUP/CC

SUBJECT: Triennial Review of 15X-X-XX (KCA-XXXX), Agreement Title

1. In accordance with the 45th Space Wing (45 SW)/National Aeronautics and Space Administration, Kennedy Space Center (NASA-KSC) Joint Policy Group (JPG) procedures, we are sending you a courtesy reminder to initiate triennial review of 15X-X-XX, (KCA-XXXX), Agreement Title. Please coordinate your review with the appropriate NASA-KSC functional activity.
2. If after the appropriate review both parties determine the agreement does not require significant changes, a Declaration of Currency Memorandum signed by the 45 SW Vice Commander together with a corresponding letter signed by the NASA-KSC Deputy Center Director are all that is required to satisfy the requirement for this review. Once signed, the Mission Agreement Document Owner should upload both letters in TurboDOCS and advise 45 SW/XPX to close the review.
3. During the review and coordination, please have your action officer provide timely status information in the Document State section of TurboDOCS. If you have questions, contact Ms. Elizabeth Scully at (321) 494-5647, DSN 854-5647 or e-mail at elizabeth.scully@us.af.mil.

THOMAS A. EYE, GS-15, DAFC  
Director, Plans and Programs

cc:  
NASA/KSC-ADC